SENIOR SYSTEMS ADMINISTRATOR

Characteristics of Work

The positions in this job family are responsible for the on-going monitoring, maintenance, and administration of free-standing or networked systems. Systems range from stand-alone PC applications, to minicomputers, to Local Area Networks(LANs) with 100 or more users. Incumbents serve as the focal point or immediate help desk for clients in the area or facility supported. Incumbents also provide assistance ranging from installing new equipment, solving complex operating problems, and providing project coordination for implementation of new network and/or PC-based systems.

Senior Systems Administrator is the specialist level where incumbents have demonstrated technical expertise in detailed web design, the administration and maintenance of Local Area Networks, and/or free standing PCs. They may bear full responsibility for an agency website. They may alternatively be responsible for ensuring that end-user hardware, software, security and network problems are resolved in a timely and effective manner. This includes coordinating the configuration and installation of hardware and software and ensuring that file server functions, E-mail connectivity and whatever else is necessary to support the Local Area Network environment is operating effectively. Incumbents work independently as well as with other senior technical staff to resolve complex operational problems and to coordinate the administration of the system or Local Area Network in Agencies with varying user bases.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Monitors the system applications to track operating efficiency.

Ensures hardware, software, security, and network problems are resolved in a timely and effective manner.

Coordinates the configuration and installation of LAN hardware and software.

Ensures that file server functions and connectivity necessary to support the LAN environment is operating effectively.

Resolves complex operational problems and coordinates the administration of the system.

Functions as webmaster for the enterprise.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1.   Coordinates problem resolution for all LAN hardware and software components.

2.   Configures and installs LAN hardware, software and components to ensure efficient operation.

3.   Monitors and maintains operation of the LAN environment or website to provide a stable and efficient operating environment.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.
Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.
Far Acuity: Clarity of vision at 20 feet or more.
Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination:
While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:
A Bachelor's Degree from an accredited four-year college or university in computer science, data processing, business information systems, or a related field;

AND

Experience:
Two (2) years of directly related experience in PC/LAN environments.

OR

Education:
An Associate's Degree in Applied Science in a Technical Program in an area of Information Technology approved by the IT Professional Development Committee,

AND

Experience:
Two (2) years of directly related experience in PC/LAN environments.

OR

Education:
An Associate's Degree from an accredited two-year college in computer science, data processing, business information systems, or a related field;

AND

Experience:
Four (4) years of directly experience in PC/LAN environments.

OR

Education:
Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:
Six (6) years of directly related experience.

Substitution Statement:

Related education and directly related experience may be substituted on an equal basis.

Possession of an Institute for Certification of Computer Professionals (ICCP) Certificate based on successful completion may be substituted for one (1) year of the required experience (certificate must be attached).

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.